

JOB POSTING

Position Title	Administrative Assistant
Department	Regional Planning / Zoning
Shift	Full Time
Salary (Optional)	\$19.00 – \$22.00 (Based on experience)
Brief Job Description	This position will serve as clerical and administrative support to the Regional Planning & Zoning office. In addition, the position is responsible for the minutes of the Regional Planning Commission, Zoning Board of Appeals, and the Ag & Zoning meetings. The position will also check on properties and permits.
Education Requirements	High School Diploma or Equivalent required. 1-3 years' experience in Clerical and Administrative duties.
Additional Comments	Proficient in Microsoft Applications, excellent oral and written communication skills required. Background check and drug screen will be conducted.
Instructions for Applying	To Apply, go to https://www.vscyperhosting3.com/livingston/
Application Deadline	Until Filled